
Morupule Coal Mine is a worldclass surface and underground coal mining company that mines and processes coal primarily for generation of electricity in Botswana. MCM has expanded its product portfolio spanning from power generation to other forms of use as well as venturing into the export markets.

The Company seeks to invite suitably qualified and experienced candidates for the following positions:

I. MAINTENANCE OPERATIVE - ELECTRICAL (PERMANENT)

Job Summary:

To carry out basic repairs, services and installations on plant/machinery/equipment in relevant trade, within scope of practice and training.

Key Activities:

- Adheres to all quality assurance/governance protocols/principles in area of responsibly.
- Participates in control of Mini Business Units cost saving initiatives by optimizing resource utilization in area of responsibility.
- Removes and replaces defective components/parts as directed by the relevant supervisor.
- Confirms availability of consumables with supervisor.
- Operates specialized equipment and power/hand tools relevant to his/her trade which he/she was trained on (e.g. impact wrenches, electric drills/saws, grinding wheels, oxy-acetylene torch etc.
- Carries out basic troubleshooting on machinery/equipment.
- Reads and interprets basic technical drawings, diagrams and workshop manuals.
- Performs tasks of a predominantly manual nature (e.g., cleaning, digging, fetching, sweeping, loading, unloading, painting) as required.
- Carries out administrative functions taking into cognizance the need to create a clear audit trail.
- Adheres to all safety, health and environmental policies and procedures in their area of responsibility.
- Identifies and implements creative and innovative ideas to improve Mini Business Unit performance.
- Maintains effective relationships with clients/partners/customers to ensure achievement of Mini Business Unit objectives.
- Takes responsibility for providing excellent service by developing self, applying skills, knowledge and experiences to improve and measure their own performance against clear standards.

Minimum Education & Experience Requirements:

- BGCSE plus Trade Test B in Electrical or equivalent.
- 2 years' post experience in an engineering environment or successful completion of the Operatives Development Programme (ODP).
- Class B Driver's License.
- Understanding of SHE Management Systems (ISO 45001: 2018 & ISO 14001: 2015).

2. SUPPLY CHAIN ASSISTANT (PERMANENT)

Job Summary:

To provide support to administrators and provide clerical services in the Supply Chain environment.

Key Activities:

- Assist in monitoring and maintaining quality standards across supply chain processes.
- Participate in quality inspections and audits to ensure compliance with regulatory requirements.
- Assist in cost management activities related to procurement, inventory control, and logistics.
- Monitor and report on cost-saving opportunities within warehouse and inventory operations.
- Assist in periodical stock-take and address any discrepancies.
- Plan and coordinate loading and offloading goods on receiving and dispatch.
- Assist in planning and coordinating disposal of company property.
- Coordinate with suppliers and internal stakeholders to ensure timely delivery of materials and goods.
- Implement inventory replenishment strategies to optimize stock levels and minimize excess inventory.
- Track and analyse transportation costs and performance metrics to identify opportunities for cost savings and efficiency improvements.
- Expedite Purchase Order deliveries and invoice settlement.
- Prepare and analyse reports on delivery performance, identifying trends and areas for improvement.
- Resolve delivery discrepancies and address any issues related to transportation or logistics that may impact delivery timelines.
- Promote and maintain a safe working environment within warehouse and supply chain operations.
- Identifies and implements creative and innovative ideas to improve Mini Business Unit performance.
- Maintains effective relationships with clients/partners/customers in to ensure achievement of Mini Business Unit objectives.
- Takes responsibility for providing excellent service by developing self, applying skills, knowledge and experiences to improve and measure their own performance against clear standards.

Minimum Education & Experience Requirements:

- BGCSE **plus** a Certificate in Supply Chain Management/Advanced Certificate in Procurement and Supply (Chartered Institute of Procurement and Supply/CIPS Level 3) or related qualification.
- 2 years' work experience in a supply chain management environment.
- Understanding of SHE Management Systems ((ISO 45001: 2018 & ISO 14001: 2015).

We offer competitive salary package. Prospective candidates must be medically and physically fit and willing to work in an Underground Coal Mining Environment and meet demanding schedules. Candidates who meet the above requirements must apply with certified copies of certificates and a comprehensive curriculum vitae addressed to:

Head Of Human Resources
Morupule Coal Mine,
Private Bag 35
Palapye
Email: Recruitment@mcm.co.bw

Closing date: 24 October 2024

**PLEASE DO NOT RESPOND THROUGH FAX OR HAND DELIVERY AND NOTE THAT
RESPONSES WILL ONLY BE MADE TO APPLICANTS CONSIDERED FOR INTERVIEW.**

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